



WHITE HOUSE FELLOWSHIP SAMPLE APPLICATION

***This document will allow you to start preparing for your 2011-2012 White House Fellowship application. Note that the sample application is available for reference only.**

Please return to www.whitehouse.gov/fellows starting December 1, 2010 to access the application and full instructions on how to submit your documents, including recommendations.

The deadline to submit your application is January 14, 2011 at 5:59 PM (EST).

It is estimated that the application may take at least 25 hours, so we encourage you to start this process as soon as possible.

Only U.S. citizens are eligible to apply. Civilian employees of the Federal Government are not eligible. Applicants must have completed their undergraduate education and be working in their chosen professions. The President's Commission on White House Fellowships cannot consider applications from ineligible applicants, nor grant exemptions from these requirements.

The Federal Government is an equal opportunity employer. Selection is based on qualifications and performance regardless of race, color, creed, religion, sex, age, national origin, sexual orientation, or disability.

1. PERSONAL DATA

NAME (LAST, FIRST, MIDDLE)

Are you a U.S. Citizen?

☐ Yes ☐ No

Do you hold any non-U.S. citizenship?

☐ Yes ☐ No

IF YES, WHERE?

BIRTHDATE (MONTH/DAY/YEAR)

SOCIAL SECURITY NUMBER

HOMETOWN

OCCUPATION/PROFESSION

Contact Information

(where you can be reached February-June)

MAILING ADDRESS

CITY, STATE, ZIP CODE

HOME PHONE

CELL PHONE

FAX

E-MAIL

Employment Information

CURRENT EMPLOYER'S NAME

CURRENT EMPLOYER'S ADDRESS

CURRENT EMPLOYER'S TELEPHONE

YOUR TITLE

Are you now working for the Federal Government?

If YES, please explain below

☐ Yes ☐ No

How did you hear about the White House Fellows Program?

2. PERSONAL DECLARATIONS

Please answer the following questions and explain on a separate sheet of paper details and resolution(s) of any question answered "yes."

a. Have you ever been discharged from the Armed Forces under other than honorable conditions?

☐ Yes ☐ No

b. (For Active Duty Military Personnel) I acknowledge that those who have made my service personnel assignments have granted me permission, and my commander is aware of my application for the White House Fellowship. I have no current obligation would prevent me from completing the entire Fellowship year.

☐ Yes ☐ No

c. Have you ever been convicted of a criminal offence?

☐ Yes ☐ No

d. Have you ever been charged with a felony?

☐ Yes ☐ No

e. Have you ever been charged with a violation of any firearms or explosives laws?

☐ Yes ☐ No

f. Have you ever failed to meet a court-ordered child support payment?

☐ Yes ☐ No

g. Are you delinquent on any Federal debt?

☐ Yes ☐ No

h. Have you ever been suspended, disciplined, or barred from any occupation or practice by any regulatory agency, professional association, or organization because of your conduct?

☐ Yes ☐ No

i. Is there anything in your background that could preclude you from obtaining a security clearance?

☐ Yes ☐ No

j. Are you currently a registered lobbyist?

☐ Yes ☐ No

k. Have you ever worked for or are you now working for the Federal Government, or are you being paid by Federal Funds? (Include active duty military service).

☐ Yes ☐ No

l. Do you possess at least a bachelor's degree in any discipline?

☐ Yes ☐ No

3. CERTIFICATION

All applicants must certify that the information submitted to the President's Commission on White House Fellowships is valid. Failure to certify will disqualify you from consideration for the program.

☐ Yes, I certify that: (1) all the information in this application is my own work; and (2) that all of the statements are factually true, complete, and honestly presented.

☐ No, I do not certify that: (1) all the information in this application is my own work; and (2) that all of the statements are factually true, complete, and honestly presented.

All applicants are asked to acknowledge that all applications will be reviewed by outside readers on behalf of the President's Commission on White House Fellowships. In addition, National Finalists will be subject to investigation and verification by duly accredited investigators of the Federal Government. Failure to acknowledge this question will disqualify you from consideration for the White House Fellowship program.

☐ Yes, I acknowledge an understanding that my application may be reviewed by individuals on behalf of the Commission and/or the Commission staff and that if selected as a National Finalist, I will be subject to an investigation.

☐ No, I do not acknowledge an understanding that my application may be reviewed by individuals on behalf of the Commission and/or the Commission staff and that if selected as a National Finalist, I will be subject to an investigation.

4. RECOMMENDER INFORMATION

Applicants are required to submit three references. Letters of recommendations can be no longer than two pages each. These letters are extremely important, and they should reveal information about you that is not necessarily mentioned in your application. It is best to have recommendations from individuals who know you well. A recommendation letter from a prominent person is not helpful if that individual does not personally know you.

It is suggested that one recommendation be from an individual that can speak to your professional competence and accomplishments in your field and that at least one recommendation should come from someone with knowledge of your community and civic activities.

The last recommendation should be from your current supervisor, if applicable. A recommendation from a prior supervisor is acceptable, but a current supervisor is preferred.

Only three recommendations can be submitted. No additional recommendations will be reviewed.

During the live application period (December 1-January 14), you will have the opportunity to submit recommender's emails. Recommenders will then receive an invitation by email with instructions on how to submit their recommendation. Once they submit a recommendation, you will receive a confirmation email.

1 RECOMMENDER

NAME

ADDRESS

ADDRESS

PHONE

EMAIL

#2 RECOMMENDER

NAME

ADDRESS

ADDRESS

PHONE

EMAIL

#3 RECOMMENDER

NAME

ADDRESS

ADDRESS

PHONE

EMAIL

Are any of the references you intend to use White House Fellows alumni or individuals who might evaluate White House Fellow's applications? (Please note that current members of the President's Commission on White House Fellowships are not permitted to provide letters of recommendation).

☐ Yes ☐ No

If you answered Yes to the question above, please list the name(s) of the reference(s). If you answered No, enter N/A or not applicable.

Have you ever been a White House Fellows Regional or National Finalist before?

☐ Yes ☐ No

If you answered Yes to the question above, please list the years and regional panel assignments. If you answered No, enter N/A or not applicable.

5. RESUME SECTION

A. EMPLOYMENT AND EDUCATIONAL HISTORY

Please provide a chronological listing of every job and educational experience you have held, beginning with the most re-cent. Include dates, employers and/or schools attended. Account for all periods of unemployment.

For educational experience:

List degree or diploma earned, name of school, location, and dates attended

If applicable, list extracurricular activities and level of participation, including any offices held

List major awards or recognitions received

For professional experience

Dates of employment

Exact job title

Employer

Employer's address and phone number (for jobs held in last 7 years)

Nature of business

Number of workers you supervised

For each professional experience, you may describe nature of work and accomplishments, not to exceed 100 words

EXAMPLE:

11/09 to present

Senior VP, Acme, Ince

8713 Nowhere drive

Tech center, USA

20008

202-202-2002

Plastics Company

Supervised 100 workers

5/09 to 11/09

Unemployed/job search

10/05 to 5/09

Masters Student, University College

Master of Public Policy and Administration

College Town, USA

Student Class President 07-09; President, Chinese Language Club

B. VOLUNTARY AND PROFESSIONAL ACTIVITIES

List all voluntary activities including major civic and social activities in which you have participated. Also list all professional activities, including major business and professional activities. Use the following format:

Name of Organization

City and State

Purpose or objective of organization

Size of Organization

Your level of participation

Dates of participation

Awards or recognition you received

6. ESSAY SECTION

You will be judged on the clarity and quality of your writing as well as the substance of your narratives.

A. CURRENT EMPLOYMENT

Provide a brief narrative description of the work you currently perform. Please limit your narrative to 200 words.

B. PAST AND FUTURE CONTRIBUTIONS

Describe what you consider to be your most significant professional accomplishment and explain how that relates to your interest in community service. In addition, discuss what you hope to accomplish by building on these contributions over your lifetime. Please limit your narrative to 500 words.

C. MEMORANDUM FOR THE PRESIDENT

Write a memorandum for the President making a specific policy proposal. Explain why you think it is important, what issues it raises, and why you think the President should support your proposal. Please limit your memo to 500 words.

D. MOTIVATION FOR BECOMING A WHITE HOUSE FELLOW

Describe your motivation for applying to the White House Fellowship Program, what you consider to be your major strengths and qualifications for the program, and what benefits you feel are likely to result from your participation. Please limit your narrative to 300 words.

TO BE CONSIDERED YOU MUST SUBMIT YOUR ONLINE APPLICATION BY 5:59PM (EST) ON FRIDAY, JANUARY 14, 2011.

For more information:

202-395-4522
whitehousefellows@whf.eop.gov

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www.whitehouse.gov/fellows
starting December 1, 2010 to
access the application and full
instructions on how to submit
your documents, including
recommendations.**



WHITE HOUSE FELLOWSHIP APPLICATION CANDIDATE EVALUATION

Thank you for taking the time to write a recommendation for a White House Fellowship applicant. Your candid assessment of the applicant will help the President's Commission select the next class of White House Fellows, a small group of emerging public service leaders will be chosen to come to Washington to work for one year as paid, full-time special assistants to a high ranking government official.

The candidates chosen should display high levels of integrity, demonstrate interest in public service, show signs of leadership in their field, and would both contribute and benefit from a year working in the Federal Government. If you require more information about the Fellowship, please visit www.whitehouse.gov/about/fellows.

You can choose the format of the recommendation, but a traditional recommendation letter is commonly submitted. It would be very beneficial to the President's Commission if your two page narrative highlighted personal experiences that you shared with the applicant that exemplifies his/her leadership qualities, character, and commitment to public service. Letterhead is preferred, but please include your organization's name and contact information at the top of your recommendation.

Please use the following questions as guidance:

- How long and in what connection have you known the applicant?
- What are the applicant's major strengths? Please relate an occasion in which these strengths were demonstrated.
- What are the applicant's major weaknesses? Please relate an occasion in which these weaknesses were demonstrated.
- Explain why you think the candidate is committed to public service and could benefit from this Fellowship?

PRIVACY ACT

The President's Commission on White House Fellowships operates its competitive application process and collects personal information for evaluating applications under authority of Executive Order 11183, as amended. Submission of the information is voluntary; however, failure to furnish all the requested information may result in a delay or elimination from consideration for a fellowship. Executive Order 9397 authorizes us to request your Social Security Number to identify individual records. Furnishing your Social Security Number is voluntary and failure to provide it on this application will not affect the consideration of your application. The information you provide, or that is submitted on your behalf, may be disclosed to members of our selection committees, made up of former White House Fellows, individuals from the private sector, and/or other governmental agencies. The information may also be disclosed to a congressional office in response to an inquiry from that office made at your request.

PAPERWORK REDUCTION ACT

Under the Paperwork Reduction Act, no person may be required to respond to a collection on information unless it displays a valid OMB number (this form is designated with OMB Control No. 3200-0032). This form is estimated to take an average of fifteen (15) to twenty-five (25) hours to complete including time for reviewing instructions, gathering the requested personal evaluations, and completing the application. Please send comments regarding this burden estimate or any other aspect of this collection of information to the President's Commission on White House Fellowships, Washington, DC.

RECORDS RETENTION

The application forms of persons selected as White House Fellows may be circulated to appropriate Executive Branch officials incident to placing Fellows in assignments for the fellowship year and subsequently may be retained, along with other applicant file materials, by the Commission in its permanent files on persons who are selected as White House Fellows. These permanent records are accessible to the individuals concerned. Sixty days after a letter has been mailed to an applicant advising that he/she has been eliminated from the competition, all materials in the applicant's file will be destroyed and this procedure will be repeated after each stage of the selection process. The Commission cannot be responsible for the return of applicants or supporting documents. Applicants are therefore advised to retain copies of their application forms and not to submit irreplaceable documents or materials with applications.

OMB Control No. 3200-0032